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Approved For Release 2001/04/04 : CIA-RDP78-04718A001300090002-8

Document No. 2
No Change in Class ☐
☐ Declassified
Class. Changed To: TS S C
Auth.: HR 782
Date: 11-29-77 By: 31

22 June 1954

MEMORANDUM FOR: Chief of Administration
Office of the Deputy Director (Plans)

SUBJECT : Reports Required from Field Installations
on Administrative Matters

1. An analysis has been made of the periodic reports from field installations which headquarters offices under the Deputy Director (Administration) require for control, support and information purposes. Attachment "A" is a compilation of these reports and is submitted herewith for your information.

2. It appears that in a Government agency comprising the number of personnel that we have and the magnitude of operational progress and unique administrative problems with which we are faced, the reports required are a minimal for effective management. It is to be further noted that the type, regularity of submission and number of reports will vary with the size, complexity and extent of activity among the field stations. Small stations (single currency, few personnel and no administrative support technicians) are not required to submit any Security or Medical reports, and have few Financial and Logistical reports; whereas larger missions will submit considerably more reports but generally only from administrative technicians provided to the field. Accordingly, with proper delegations of authority at field stations, there should be little or no report burden on operational personnel for administrative matters.

3. After your review of the attached schedule, I will be glad to discuss this matter further with you to ascertain to what extent we may be able to effectively reduce the number or complexity of field reports without sacrificing the essential elements of good administration.

/s/
L. K. WHITE
Deputy Director
(Administration)

Attachment:
Analysis of Reports

cc: DDCI

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